

To: Moncino, Keith[moncino.keith@epa.gov]
From: LaPoma, Jennifer
Sent: Thur 5/5/2016 5:28:40 PM
Subject: RE: Febraury 2016 Progress Report, Contract #EP-W-09-009 - HDR
NCHGW OU1 RD Oversight EPA Progress Report review 032-ROBE-A245 Feb 2016.doc
NCHGW OU1 RD Oversight EPA Progress Report review 032-ROBE-A245 March 2016.doc
NCHGW OU3 RI EPA Progress Report review 034-RICO-A245 Feb 2016.doc
NCHGW OU3 RI EPA Progress Report review 034-RICO-A245 March 2016.doc

Feb and March 2016 Invoice reviews for New Cassel/Hicksville :

- 032-ROBE-A245 / New Castle/Hicksville - RD Oversight
- 034-RICO-A245 / New Castle/Hicksville – RI/FS

From: Moncino, Keith

Sent: Tuesday, April 26, 2016 4:07 PM

To: Battipaglia, Joseph <Battipaglia.Joseph@epa.gov>; Baxter, Pamela <baxter.Pamela@epa.gov>; Davila, Juan <Davila.Juan@epa.gov>; Donovan, Betsy <Donovan.Betsy@epa.gov>; Hanley, Jim <Hanley.James@epa.gov>; Infurna, Michael <Infurna.Michael@epa.gov>; Jenkins, Joy <Jenkins.Joy@epa.gov>; Jon, Maria <Jon.Maria@epa.gov>; Katz, Ira-Perry <Katz.Ira-Perry@epa.gov>; Kiefer, Linda <Kiefer.Linda@epa.gov>; Klimcsak, Raymond <Klimcsak.Raymond@epa.gov>; Kwan, Caroline <kwan.caroline@epa.gov>; LaPoma, Jennifer <LaPoma.Jennifer@epa.gov>; Negrelli, Mike <Negrelli.Mike@epa.gov>; Progress, Christina <Progress.Christina@epa.gov>; Sosa, Gloria <Sosa.Gloria@epa.gov>; Willis, Kevin <Willis.Kevin@epa.gov>; Wong, Lisa <Wong.Lisa@epa.gov>; Zeolla, Michael <zeolla.michael@epa.gov>

Subject: Febraury 2016 Progress Report, Contract #EP-W-09-009 - HDR

If you had an active assignment under the HDR contract, you received the invoice from Casie Buttner (from HDR). In accordance with the **Interim Policy Notice 10-04** Invoice Review Process (which Supersedes Contracts Management Manual Section 11.2), dated September 2, 2010, as part of the Work Assignment Manager duties, you are required to do the following:

- **Upon completion of your invoice review, the WAM is responsible for providing the PO with written approval, via the attached questionnaire documenting you invoice review, or written documentation regarding the questioned invoice costs. This documentation is due to me within 5 days of notification.**
- As per the above Interim Policy Notice and the Contracts Management Manual (42.1.5.7 Review of Delegated Duties - WAM Invoice Review), if WAMs are unresponsive, the PO should contact the WAM, and then the CO to resolve the problem. In accordance with the CMM the WAM must be notified of their failure to perform the task assigned. **Upon the Project Officer's referral, the CO notifies their supervisor and should the issue not be resolved initiate the rescission process.** There is no individual more familiar with the activities being performed at a site than the Work Assignment Level COR. In order to safeguard EPA and the taxpayer against incorrect/fraudulent contractor billings the WAM must review and recommend disposition of each invoice. **Should any WAM not provide a written recommendation, as to the processing of the monthly invoice for their respective site, the PO shall provide the CO with the name, invoice number and the name of his/her current supervisor.**
- The CO is responsible for conducting periodic reviews to ensure the contractor, PO, and WAMs are fulfilling their roles properly (which means the CO has the authority to rescind COR status from the contract)